



ADDY NOTE



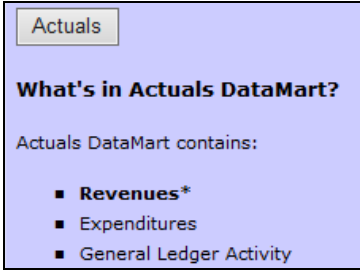

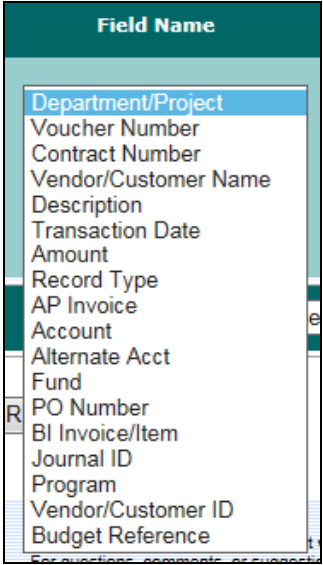
FINANCIALS
REFERENCE
DATABASE

ATTENTION:

This Addy Note is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.

Review a Payment in Accounts Payable Using DataMart

This Addy Note explains how to verify the payment status to a supplier.

Step	Action
1.	Log into the myUCF portal, www.my.ucf.edu .
2.	Navigate to: Staff Applications > F&A DataMart.
3.	Click the Actuals button. 
4.	Select the Reporting Period . 
5.	Select the desired Field Name , i.e. Voucher Number . 



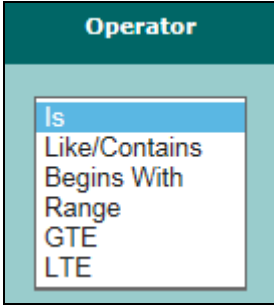

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Step	Action
6.	<p>Select the Operator.</p> 
7.	<p>Enter the Value.</p> 
8.	Click Run Query at the bottom of the screen.



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Step	Action
9.	<p>Review the results, or click the green Export to Excel button near the top of the page.</p> <p>Note: If an invoice was paid, the Amount will appear as a credit (shown in red) with a corresponding PAY Journal Id as in lines 11-15 about.</p>
10.	<p>Click the line number (Line Num) beside the payment for which you would like to see detailed information.</p>